

IV INTERNET IN A ROOM

✂ There is no wireless connection in JICA Tokyo.

PC configuration for Internet Connection

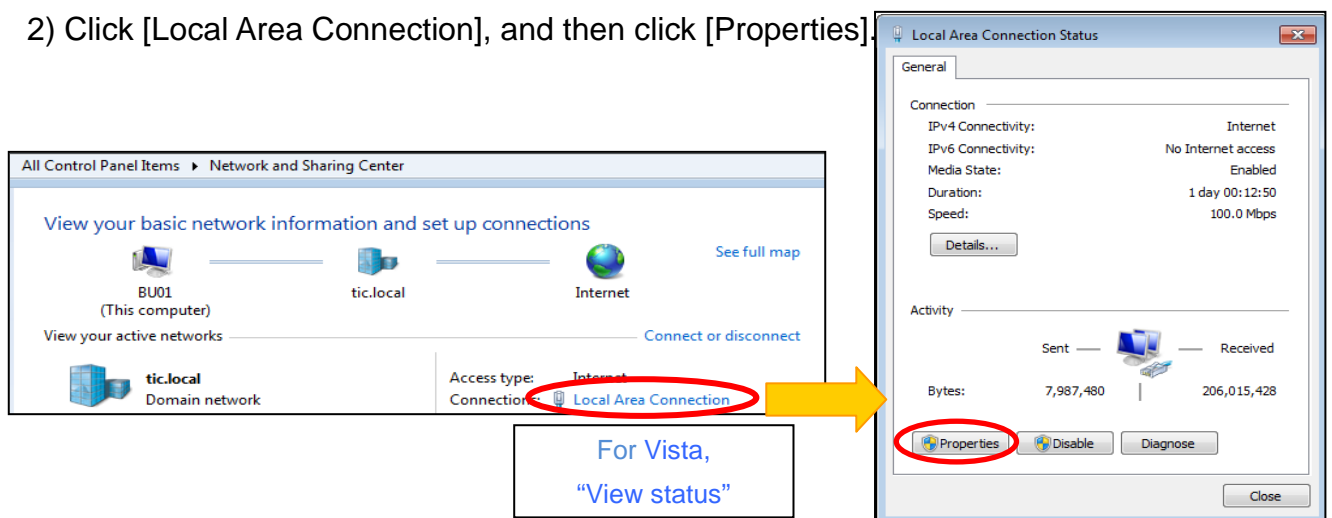
If your PC can not connect to the Internet using a LAN cable in a room, please follow the following steps.

1. How to change an IP address and DNS server address

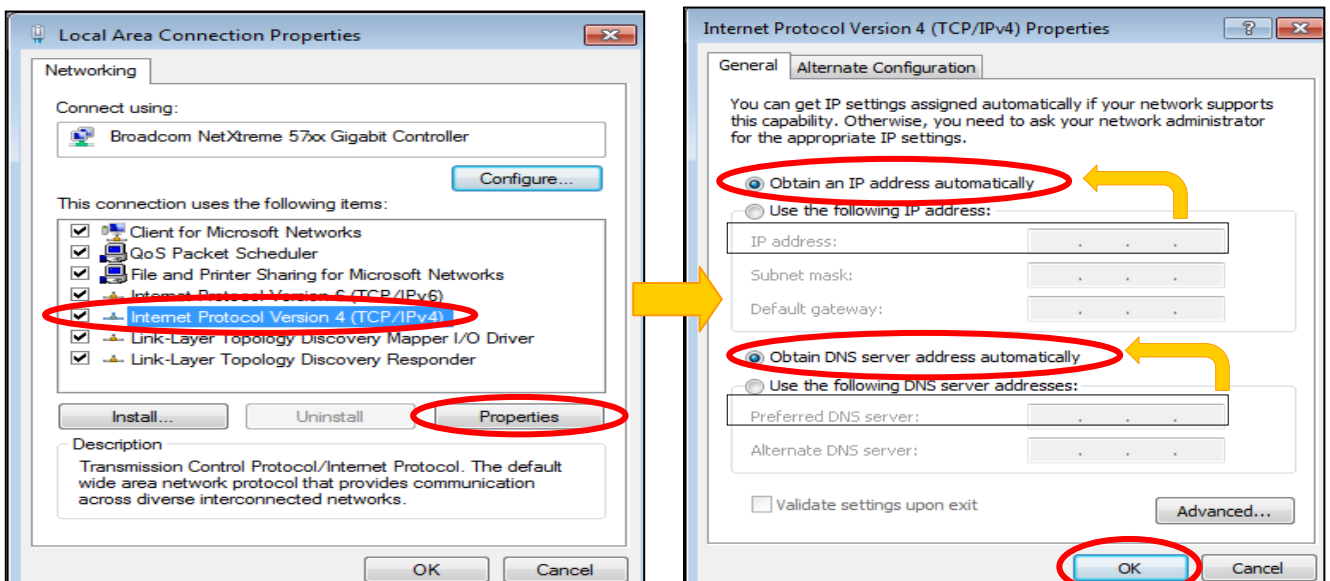
Windows7 and Vista

1) Click [Start]⇒[Control Panel]⇒[Network and Internet]⇒[Network and Sharing Center].

2) Click [Local Area Connection], and then click [Properties].



3) Select [Internet Protocol Version 4 (TCP/IPv4)] and click [Properties]. Then, select [Obtain an IP address automatically], [Obtain DNS server address automatically], and click [OK].



✂ Before changing the configuration, it is better to record the former setting,

so that you can resume the setting when you go back to your country.

Windows XP

1) Click [Start]⇒[Control Panel] and double-click [Network Connections].



2) Right-click [Local Area Connection] and choose [Properties].

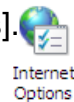
✘If it says “Disabled”, right-click and choose [Enable].

3) The setting is the same as “3)” of Windows7 and Vista.

2. How to change proxy server settings

1) Click [Start]⇒[Control Panel]⇒[Win7/Vista]⇒[Network and Internet]⇒[Internet Options].

⇒ [XP] ⇒ double-click [Internet Options].



2) Select [Connections] tab and click [LAN settings].
Then, uncheck the checkmarks and click [OK].

Internet Properties

General Security Privacy Content **Connections** Programs Advanced

To set up an Internet connection, click Setup.

Dial-up and Virtual Private Network settings

Choose Settings if you need to configure a proxy server for a connection.

Local Area Network (LAN) settings

LAN Settings do not apply to dial-up connections. Choose Settings above for dial-up settings.

Local Area Network (LAN) Settings

Automatic configuration

Automatic configuration may override manual settings. To ensure the use of manual settings, disable automatic configuration.

Automatically detect settings

Use automatic configuration script

Address

Proxy server

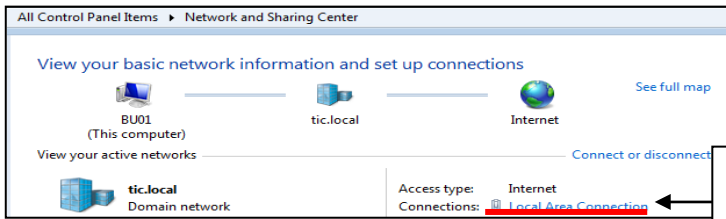
Use a proxy server for your LAN (These settings will not apply to dial-up or VPN connections).

Address: Port: 80 Advanced

Bypass proxy server for local addresses

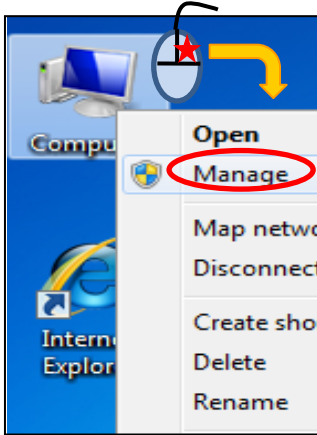
OK Cancel

3. How to check the existence of network driver

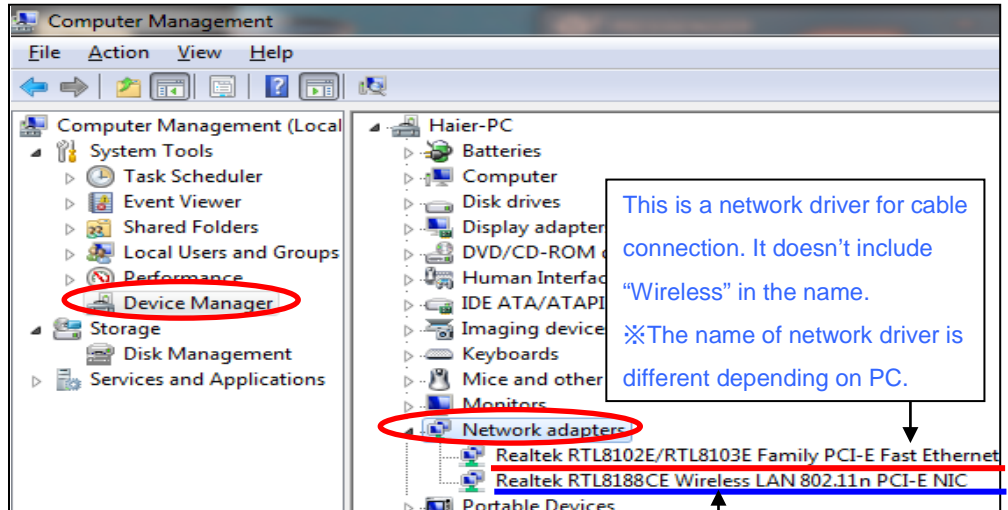


In the case of no description, follow the below.

1) Right-click [Computer]⇒[Manage]



1. Click [Device Manager]⇒[Network adapters]



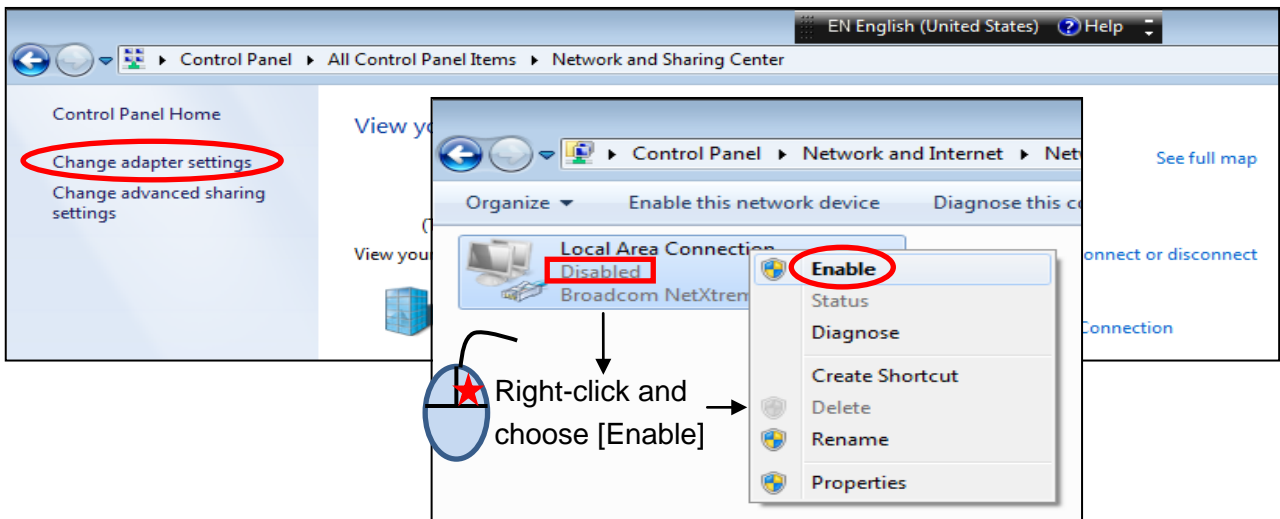
This is a network driver for cable connection. It doesn't include "Wireless" in the name.
 ※The name of network driver is different depending on PC.

This "Wireless~" is only for wireless connection.

A) In the case that a network driver for cable connection is installed

The network driver may be disabled. Please check the configuration as below.

[Control Panel]⇒[Network and Internet]⇒[Network and Sharing Center]⇒[Change adapter settings]



Right-click and choose [Enable]

B) In the case that no network driver for cable connection is installed

Using an external USB-LAN adapter is one of the options. Please be sure to check if it works with your PC before you buy at an electronics shop. It costs approximately 2,000~3,000 yen.



Important!



Protect your USB Flash Drive from Viruses!

Every computer user must always be careful about computer virus. Virus can infect not only computers but also USB flash drive. In fact, USB flash drive is now one of the major causes of virus infection expansion. Therefore, if you use your USB flash drive, please be sure to scan it using antivirus software installed in PCs at Computer Room or Communication Plaza in JICA Tokyo, which is updated every day, to make sure it is safe.

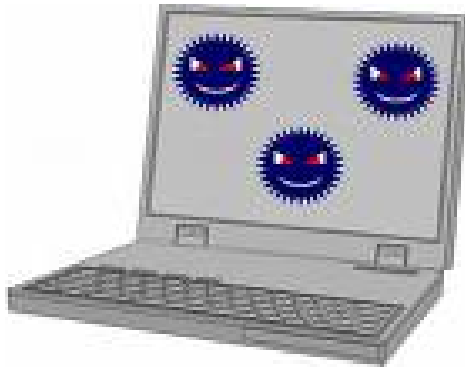
It is important to regularly scan your USB flash drive.

※

Also please be notified that the following use of computer is prohibited to minimize the risk of virus infection of your PC;

- (a) Visiting adult sites,
- (b) Downloading files from such kinds of web sites, and
- (c) Running file sharing software.

Important!



Protect your PC from Viruses!

When you have found your computer infected

- (1) Please **check if any antivirus software is installed, active, and updated.**
(If no antivirus software is installed on your PC, please go on to **Practice 2.**)
- (2) Please **scan the computer** to remove virus using antivirus software.
- (3) Please **scan also USB flash drive** etc. recently used.
(Viruses can easily infect USB flash drive and spread to other PC through it!)
- (4) If even the latest virus definition files cannot remove or quarantine the virus, check if there is a **virus removal tool** for each virus (you can download it on the websites of Symantec, McAfee and Kaspersky, for example), or try other antivirus software as mentioned below.

How to prevent virus infection

Practice 1: Keep Windows updated.

Run Windows Update regularly or set it to **run automatically**. You can run Windows Update for free by downloading from the Microsoft website. By doing that, security patches are applied to protect Windows.

Practice 2: Install antivirus software.

It is strongly recommended to use the latest version of antivirus software. There are some major antivirus softwares:

Security Essentials(Microsoft), Norton AntiVirus(Symantec), VirusScan(McAfee), Kaspersky, AVG, and Avast

Note 1: Link (※These URLs might change.)

- Security Essentials (recommended)
<http://windows.microsoft.com/en-US/windows/products/security-essentials>
- Norton http://www.symantec.com/home_homeoffice/downloads/index.jsp
- McAfee <http://us.mcafee.com/root/downloads.asp>
- Kaspersky <http://www.kaspersky.com/downloads>
- AVG <http://free.grisoft.com/us-en/homepage>
- Avast <http://www.avast.com/eng/programs.html>

Note 2: Commercial product or freeware?

If it is difficult to purchase commercial version of antivirus software, Security Essentials is recommendable, which is a free product of Microsoft Corporation.

A temporary measure is to use free trial version of Norton, McAfee, or Kaspersky (generally available for only 30-60 days, but the quality is almost the same as that of commercial version). You can also choose freeware such as free version of AVG and Avast, though they are generally not as reliable as the commercial one.

Note 3: Use only one software.

It is very important to use **only one antivirus software**; using more than two different antivirus software at the same time just causes unstable function of your PC.

Therefore, it is necessary to **uninstall any antivirus software** on your PC **before installing a new one.**

Practice 3: Update and scan regularly.

Installing antivirus software is just the first step. Please check and set the configurations of antivirus software to

- (1) **update virus-definition files automatically**
- (2) **scan disks regularly** (daily, weekly, bi-weekly, etc.)

It is important to make sure that the date of virus-definition files is the latest and that the license of your antivirus software is valid.

※Please be notified that the following use of computer is prohibited to minimize the risk of virus infection of your PC;

- (a) **Visiting adult sites,**
- (b) **Downloading files from such kinds of web sites, and**
- (c) **Running file sharing software.**

V RECREATIONAL & CULTURAL ACTIVITIES

JICA Tokyo organizes the following activities for the participants to make their stay in Japan more pleasant.

1 Cultural Activities

As a part of introduction to Japanese culture, activities such as demonstration of tea ceremony, flower arrangement, guided tour to Kamakura are conducted. Please ask for details at Information Desk.

2 Japanese Language Course

You are recommended to attend the three-day classes since basic knowledge of Japanese language will certainly help to make your stay in Japan more comfortable and wonderful. The class schedule is available at Information Desk.

18:30 – 20:00 Monday - Wednesday

3 Sports Activities

The Auditorium is available for sports.

Menu	
Monday	Basketball
Tuesday	Volleyball
Wednesday	Aikido / Kendo
Thursday	Table Tennis / Badminton
Friday	Volleyball
Saturday	Soccer (Futsal)
Sunday	Table Tennis / Badminton



The menu is subject to change. The Auditorium may close occasionally due to training courses and other events. Please check the availability at the door of the Auditorium.

VI RULES AND REGULATIONS

JICA Tokyo is a facility mainly for JICA training participants.

As the Center is a "Home away from Home" shared by the participants from various countries, you are requested to cooperate to keep harmonious atmosphere through observing the rules and regulations as follows.

1 Restrictions of the Center

1) The acts below are **strictly prohibited** to prevent fire.

-smoking in rooms and balconies*

-using cooking equipment (e.g. gas cookers, toasters)

-using electric appliances which may cause a fire in rooms (e.g. irons, heaters, stoves)

*Please use smoking rooms on the 4th floor of the accommodation building and on the 1st floor of the main building.

- 2) Do not bring in things like birds, animals, offensively smelling items, weapons, explosives and inflammables.
- 3) Since the entrance is closed at 23:30, please come back before that time.
- 4) Do not stay outside overnight without notice. Please submit a stay-out form to the Front Desk.
- 5) None of your family members or acquaintances shall be permitted to stay in the Center.
*except for family members of long-term participants under certain conditions

2 Instructions and Regulations in the Center

[Public area]

- 1) Accommodation building is only for the residents. Please receive visitors at the public area (the Lobby, the Lounge or the Dining Hall).
- 2) Please leave your room key at the Front Desk when you go out. Show your ID card to pick up the key on your return.
- 3) Please keep the public area clean and separate rubbish according to type.
- 4) Please refrain from drinking and talking after 23:30 in the public area.
- 5) Please do not put a poster or any other notice on the information board or other places in the Center without a prior permission.
- 6) Do not take the food or tableware out of the Dining Hall.

[In your room]

- 1) Please refrain from moving furniture or taking out equipment.
- 2) Housekeeper or mechanic may go inside of your room for their daily work without your permission. If you do not like it, please inform the Front Desk.
- 3) Keep your valuables with you or in the safe box in your room. JICA Tokyo is not liable for any loss of your items. When you check out, please leave the door of the safe box OPEN.
- 4) In washroom, do not flush anything other than toilet paper. The pipe will be clogged.
- 5) Please help us to save electricity: Recommended temperature for air conditioner is 28°C in summer and 20°C in winter.

3 In case of a fire or an earthquake

Stay calm and follow the instructions from the Front Desk. All buildings of this Center are proof against earthquakes.

4 Maintenance of Order and Security

Since the Director General of the JICA Tokyo is responsible for the safety and security of all the participants, he always reserves the right to take whatever measures are required to maintain order and security at the Center.

5 Compensation for Damage and Loss

In case of causing damage to JICA Tokyo facilities or loss of its equipment, the actual amount of damages shall be charged to you.

If you lose your room key, you will be charged ¥1,000.

6 Check out time

Check-out time is 10:00. When you check out, please be sure to tell the Front Desk about your

check-out and return your room key and JICA Tokyo ID card.

7 Other General Instructions

- 1) Please pay attention to their portrait rights when you take photos of other people.
- 2) Please pay attention to the living environment of the neighboring residents, especially in the early morning and midnight.
- 3) Please do not engage in any political, commercial or religious activities in and outside the Center.
- 4) By Japanese law, you are required to carry your passport and Residence card* with you whenever you go out of the Center.

*All foreign residents who stay in Japan more than 3 months must be registered at the municipal office of the city where they are staying. The details will be explained during the program orientation by your JICA program officer.

VI PREVENTING SEXUAL HARASSMENT

We wish all participants have a safe and pleasant time during their stay and show mutual respect for each other. Therefore, sexual harassment has no place and will not be tolerated.

1 Actions considered as sexual harassment

Sexual harassment occurs when someone speaks or acts in a sexually discriminating way, or makes sensual comments which offend you. Basically, if the recipient of such comments feels uncomfortable, even when it is unintentional, then the action may become sexual harassment.

It is important to consider how other persons feel, and to be aware of differing social and cultural backgrounds. The way we respond in language and behavior relating to sex varies from person to person, between the sexes, and across cultures. However, “No” means “No”, whatever the language is.

2 Measures to be taken if you suffer sexual harassment

Tell the person directly and clearly “No”, that you find the behavior uncomfortable and want it to stop. Resisting or moving away from the person is also a way of showing “No”. If the person persists with the behavior despite your request, or if you feel worried, intimidated or threatened, do not hesitate to contact your JICA program officer, where the issue will be treated confidentially and appropriate action will be taken.

Bear in mind that Japan is basically a non-touch culture. Greetings and gritudes are conveyed by bowing, a gesture which involves no physical contact whatsoever. Since you are representing your country, your behavior rightly or wrongly reflects not only upon you, but also on your country and culture. Therefore, considerable care should be taken to avoid any action that is thought to be offensive to others.

JICA NEVER tolerate sexual harassment

VIII PRIVACY POLICY

In order to protect personal information, any personal information acquired by JICA such as a nominee's name, educational background, and medical history, is properly handled.

1 Scope of Use

Any information acquired by JICA that can be used to identify individuals will be stored and used only within the scope of JICA activities. JICA reserves the right to use such information in accordance with the provisions of this privacy policy.

2 Limitations on Use and Provision

JICA will never willfully provide personal information that can be used to identify individuals to any third party, with the following three exceptions:

- In case of legally mandated disclosure requests;

- In case the provider of information grants permission for its disclosure to a third party;

- In case JICA commissions a third party to process the information collected. The information provided to the third party will be only within the scope of the commissioned tasks.

3 Security Notice

JICA takes necessary measures to prevent leakage, loss, or destruction of acquired personal information, and to properly handle such information.

END